{Organization} OPSEC Working Group Charter - Template

[**Template Guidance**: This template is provided to assist in the preparation of an OPSEC Working Group Charter that meets the requirements and needs of the organization. The charter should follow and abide by the organization's internal procedures and policies. The charter can be used to identify the minimum training requirements for Working Group members. Not all Working Group Charters need to contain each and every section outlined below. Those drafting the charter can remove any section(s) not relevant to or add additional sections that are specific to the particular Working Group effort.]

I. Introduction

[**Section Guidance**: This section introduces the OPSEC Working Group and its relationship to the OPSEC program.]

    A. The OPSEC Working Group is established as a permanent working group of {organization}.

    B. The {director/commander/other title as appropriate} has established the OPSEC Working Group as an advisory body to assist the {organization} {OPSEC Program Manager}.

II. Purpose

[**Section Guidance**: This section should explain the purpose of the OPSEC Working Group; answering why it was created and why it exists.]

    A. Support the {organization's} OPSEC program infrastructure.

    B. Establish a Subject Matter Expert (SME) network and encourage organization-wide participation through working group membership.

    C. Support OPSEC coordination efforts and increase organizational awareness of OPSEC program and resources.

    D. Promote the broadest dissemination of OPSEC training, threat, and countermeasures information, and ensure all {organization} personnel are appropriately qualified to contribute to the success of the OPSEC program.

III. Objectives

[**Section Guidance**: Use this section to identify and communicate the goals and objectives of the OPSEC Working Group; answering what it hopes to achieve.]

    A. Make recommendations to the {director/commander/other title as appropriate} for actions in support of the OPSEC program.

    B. Facilitate a dialogue among OPSEC coordinators throughout the {organization}.

    C. Facilitate a timely response to OPSEC issues and concerns identified by the {OPSEC Program Manager}.

    D. Coordinate the exchange throughout the {organization} of lessons learned.

IV. Responsibilities

[**Section Guidance**: One of the primary responsibilities of the OPSEC Working Group is to contribute to the development of an overall Critical Information List. Members can also provide feedback regarding standard operating procedures, the OPSEC program plan, and relevant policies. An OPSEC Working Group can assist the OPSEC program manager in promoting the OPSEC message by assisting with OPSEC assessments, OPSEC analysis, and other activities. The items listed below are examples of the responsibilities an OPSEC working group can hold.]

    A. Assisting with the development and prioritization of the critical information list items and related indicators.

    B. Assisting with development and setting of priorities for the OPSEC program consistent with approved plans and policies.

    C. Review existing policies to determine whether any conflicts are present, any changes or updates are necessary, and if new resources are required to enforce the policies.

    D. Identify and define {organization} OPSEC training requirements.

    E. Assist with the development of training and awareness materials.

    F. Reviewing and discussing the OPSEC program plan on a regular basis.

    G. Assisting with OPSEC analysis and self-assessments of OPSEC program

    H. Ensuring that suggested countermeasures to mitigate identified vulnerabilities are sufficient, workable, and implemented within the {organization}.

I.   Sharing and disseminating OPSEC awareness briefings and materials to the member's respective areas.

J.   Ensuring all OPSEC Working Group members receive appropriate training and/or OPSEC awareness information.

[**Training Recommendation**: At minimum, OPSEC Working Group members should complete OPSE-1301: OPSEC Fundamentals or an equivalent. Additional training requirements may be directed based on current situations, significant threat changes, or mission needs. Training deadlines should be established to ensure compliance (e.g. 90 days after appointment to OPSEC Working Group). The Interagency OPSEC Support Staff recommends OPSE-1500: OPSEC & Public Release Decisions, OPSE-2380: OPSEC Analysis, and OPSE-3500: OPSEC & Internet-based Capabilities for OPSEC Working Group Members. Working Group Members that will have an active role in the administration of an OPSEC program may benefit from attending OPSE-2390: Program Management.]

V. Membership & Roles

[**Section Guidance:** This section can be used to identify how members are selected, determine who should be represented, establish member commitments, define term limits, and list the roles required (Chair, Scribe, Member, etc.). The overall makeup of an OPSEC Working Group may depend on the organization's structure, mission, and projects. Members of the Working Group should represent the functional elements of the organization and/or mission, consisting of representatives from various programs and facilities at the organization. Working Group Members should have a basic understanding of the OPSEC Cycle and be able to support OPSEC analysis. A Working Group Charter should include an expected time commitment from members.]

[**Role Examples**: The **Working Group Chair** is generally responsible for making sure that meetings are planned effectively, efforts are conducted according to the charter, matters are dealt with in an efficient manner, and that engagements are facilitated. A **Working Group Scribe** is usually directed to record all decisions, actions and issues noted by the Working Group during meetings for accountability, recognition, follow-up.]